

TAB

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CIA-RDP51-00049A000100010003-4

OFFICE OF THE CHIEF

1. Personnel

(a) The following is the status of personnel in the Office of the Chief, Services Division:

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Vacant	Chief	CAF-14	\$6478.75		
	Asst. Chief	CAF-13	7102.20	7 Nov. 1946	
	Admin. Asst.	CAF-9	4149.60	8 Nov. 1946	
	Steno.	CAF-5	2644.80	21 Nov. 1946	Action Pending

(b) The Chief, Services Division is responsible for the supervisory functions of the Supply Section, the Transportation Section, the Property Control Section, and the Reproduction Section, and for the establishment of the administrative policies in connection with the operations of these sections. It is believed that the number of positions established to carry out these functions is adequate, and that no additional personnel or positions will be required. However, the position of Chief, Services Division, should be filled as soon as possible.

2. Recommendations

25X1A9a (a) It is recommended that Mr. [REDACTED] who has been acting in the capacity of Chief, Services

25X1A9a at the earliest possible date. Mr. [REDACTED] experience of the past five years, which has been almost

exclusively in supply and services responsibilities, and his educational qualifications which include an A.B. degree from Georgetown University and an LLB from Georgetown Law School, together with his membership in the New York and District of Columbia Bars, support this recommendation.

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(b) It is recommended that Mr. [REDACTED], who is now Chief, Supply Section, Services Division, be promoted to the position of Assistant Chief, Services Division. Mr. [REDACTED] has had more than ten years' experience in supply and services activities, and is unusually qualified from the standpoint of practical experience for the position for which he is recommended.

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